



## PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132

**POST UNTIL OCTOBER 9, 2014  
PUBLIC WORKS DEPARTMENT - Operations Division  
INVITES APPLICATIONS FOR**

**WASTEWATER TREATMENT SUPERINTENDENT  
Compensation (163): \$4,821 to \$6,173 per Month with Full Benefit Package**

This position receives guidance and general direction from the Public Works Director.

This position leads the team responsible for planning, organizing, operating and maintaining a 4.0 MGD Class IV wastewater treatment system, including wastewater pumping stations, an activated sludge type secondary treatment plant, in-vessel composting facility, bio-solids management program, wastewater laboratory, industrial pretreatment program and recycled water facility.

The Wastewater Treatment Superintendent is directly responsible for the wastewater treatment system and for compliance with all regulatory requirements, including the preparation and submission of all required reports. The Wastewater Treatment Superintendent coordinates the wastewater treatment system operations with other departments and develops and administers the wastewater treatment budget including capital improvement projects. The WWTP Superintendent provides direct supervision to professional and technical staff, including planning, assigning and reviewing the work of subordinates, training, counseling, effectively recommending hiring and other personnel actions, evaluating individual and team performance, resolving conflicts and taking disciplinary action. Supervises union represented staff and works with union representatives within the collective bargaining agreement.

The majority of the work period is spent in an office environment. However, work is performed in a wide variety of environments, indoors and outdoors, all types of weather conditions and with occasional exposure to fumes, dust, oils, chemicals, raw sewage and other hazard. The position requires mobility. Working outside of regularly scheduled hours may be necessary from time to time.

Duties involve moving materials weighing up to ten (10) pounds on a regular basis such as files, books, office equipment, etc. The successful applicant will possess skill in the use of mobile radio, phone, and personal computer and virtual desktop infrastructure environment (thin client computing), MS applications, including word processing, spreadsheet, scheduling, and other software, SCADA systems, network-connected copy machine with scanning, and other office equipment.

### **ABILITIES, KNOWLEDGE AND SKILLS:**

- Maintains communication and a good working relationship with various regulatory agencies.
- Develops NPDES permit renewal application and negotiates permit conditions with DEQ.
- Monitors expenditures for compliance with approved budget.
- Prepares related reports as scheduled or requested.
- Responds to public inquiries and complaints concerning the wastewater treatment system.

- Conducts inspections, reviews operations, prepares project designs, oversees capital improvement plans, develops operating policies and procedures, etc. to ensure safe and efficient operations.
- Provides operational and other reports to other departments or divisions as requested.
- Ensures compliance with federal and state employment law, and City policies and procedures.
- Ensures compliance with OSHA and City safety rules and procedures established for work areas.
- Ensures compliance with emergency response procedures.
- Manages the wastewater treatment and pump station properties, supervises grounds keeping, building maintenance, for the wastewater treatment and pump station facilities.
- The WWTP Superintendent is responsible for the regular maintenance and necessary upgrades to all of the wastewater treatment and pumping facilities to ensure that the City is in constant compliance with all of the Local, State and Federal requirements
- Must be willing to work outside of normal work schedule to correct or repair for unforeseen (or emergency) WWTP issues or errors.
- Ability to communicate effectively both orally and in writing.
- Ability to work well with superiors, subordinates and peers.

#### **MINIMUM QUALIFICATIONS:**

- Valid State Driver's license.
- Certification as a State of Oregon Wastewater Treatment Plant Operator IV;
- Ten (10) years' experience in treatment plant operations with at least two (2) years at a Class IV wastewater treatment system;
- Two (2) years of supervisory and budget experience;
- Equivalent to a four-year university education in a related discipline;
- Wastewater Collection III or IV certification is desirable.

*A satisfactory equivalent combination of education/experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position may be substituted. Job related testing may be administered to ensure any applicant can meet the requirements of the position.*

*The duties, qualifications and working conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description is designed to give general information and is not all encompassing.*

For specific experience and educational requirements, please reference the job description, which is available for downloading at: <https://www.newbergoregon.gov/jobs>

#### **COMPENSATION:**

The City of Newberg has established an annual compensation of \$57,852 to \$74,076, depending upon qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage with the

City paying 90% of the health insurance premium for the employee and dependents. In addition, the City pays the employer's 6% contribution to the City retirement plan.

#### **TO APPLY:**

If you are interested in this outstanding opportunity, please submit an Employment Application, a cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of three professional references. Mail the cover letter, Employment Application, résumé, and references to Newberg Human Resources Department, PO Box 970, Newberg, OR 97132, or email the signed and scanned packets to: [newberg.recruitment@newbergoregon.gov](mailto:newberg.recruitment@newbergoregon.gov). Signed applications are required and must be received at the City no later than the date and time listed below

Employment Applications are available at: [www.newbergoregon.gov/jobs](http://www.newbergoregon.gov/jobs)

**Closing Date: Thursday, October 9, 2014 by 4:00 pm**

Applications are required and must be received in the no later than this date and time.

Resumes may not be substituted for the Application Form

#### **VETERAN'S PREFERENCE:**

The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at [www.newbergoregon.gov/jobs](http://www.newbergoregon.gov/jobs) - *last page of Employment Application*) and the required documentation with his/her application material.

#### **SECTION PROCESS:**

Following the closing date, applicants will be screened according to the qualifications outlined above. The selection process will include evaluation of the experience and education submitted in the application to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application with the top ranked individuals invited for an oral interview. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

Those deemed qualified will be invited to an interview. Reference checks are conducted after receiving candidates' permission. Once an offer has been made, all other applicants will be notified of the position being filled. For additional information, visit the City's Website at: [www.newbergoregon.gov](http://www.newbergoregon.gov).

The selected candidate will be required to furnish references, pass background (employment and criminal history) checking. Fingerprinting and other security clearances is also necessary for access to certain City Facilities.

*The City of Newberg is an Equal Opportunity Employer*



***The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace*** Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.